

# EMPLOYMENT HISTORY

## CITY OF ROME EMPLOYMENT APPLICATION

It is the policy of the City of Rome to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age or handicap.

PERSONAL INFORMATION		
FULL NAME - LAST, FIRST, MIDDLE	OTHER SURNAMES USED	SOCIAL SECURITY NO.
PRESENT ADDRESS - STREET	CITY	STATE AND ZIP CODE
DO YOU HAVE THE LEGAL RIGHT TO ACCEPT EMPLOYMENT IN THE U.S. <input type="checkbox"/> YES <input type="checkbox"/> NO		REFERRED TO BY

EDUCATION								
SCHOOLS	NAME	LOCATION	NO. YEARS ATTENDED	YR. LEFT OR GRAD.	DEGREE	MAJOR SUBJECTS	GRADE POINT AVG.	CLASS RANK
HIGH SCHOOL								
COLLEGE								
GRADUATE								
OTHER								

### ACTIVITIES

List any scholastic honors you received and professional or civic organizations in which you are active (optional) \_\_\_\_\_

### SPECIAL KNOWLEDGE SKILLS AND QUALIFICATIONS

Check the following in which you have had experience and explain below

- ☐ Management  
 ☐ General Office  
 ☐ Computers  
 ☐ Accounting  
 ☐ Payroll  
 ☐ Maintenance  
☐ Construction Trades  
☐ Automotive  
☐ Other \_\_\_\_\_

Explanation \_\_\_\_\_

### WORK INTEREST

Position applied for \_\_\_\_\_ Minimum Salary \_\_\_\_\_

Type of Employment Desired: ☐ Full Time ☐ Part Time ☐ Temporary   Earliest Availability Date: \_\_\_\_\_

Have you ever filed an application with the City of Rome before? ☐ Yes ☐ No   When? \_\_\_\_\_ Where? \_\_\_\_\_

Have you ever been interviewed by the City of Rome? ☐ Yes ☐ No   When? \_\_\_\_\_ Where? \_\_\_\_\_

Are you willing to work rotating shifts including nights and weekends? ☐ Yes ☐ No

Briefly state reasons for interest in employment with the City of Rome? \_\_\_\_\_

### OTHER

Have you served in the Armed Forces of the United States? ☐ Yes ☐ No

Have you been convicted of a felony? ☐ Yes ☐ No   (Conviction does not automatically disqualify you from employment consideration)

List any friends or relatives employed by the City of Rome \_\_\_\_\_

To your knowledge do you have a relative employed by a law firm or company with an interest in any legal matter in which the City of Rome may have an interest? ☐ Yes ☐ No

Are you presently employed? ☐ Yes ☐ No   If employed and you are under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you ever been discharged from a job or forced or asked to resign? ☐ Yes ☐ No